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25 OCT 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 25 October 1974:

25X9 a. Retroactive Pay. POSSIBLE KEY ITEM. Compensation and Tax Division has completed processing for approximately [ ] retroactive salary payments for the period 1 October 1972 to January 1973 for payment 8 November 1974 for former employees who provided current mailing addresses in response to the Office of Personnel letters. Payments for approximately [ ] former staff employees have not yet been processed because they have not provided a current check mailing address or because letters have been returned to sender as undeliverable to the last known mailing address. We are working with Office of Personnel in researching these cases and also in identifying former contract employees eligible for the retroactive pay raise.

25X1 b. Second Running of Information Science for Financial Management Course. POSSIBLE KEY ITEM. The Deputy Director of Finance presented opening remarks for the second running of the Information Science for Financial Management Course run in conjunction with the Information Science Training Staff of OTR. The first week sessions are being held at the [ ] where the students will be introduced in a noninterrupted environment to the fundamentals of information science. Computer terminals have been relocated to the [ ] area for the sessions. The course will run for four weeks. There are twenty students enrolled including two Intelligence Community representatives from NSA.

25X1 c. Constructive Cost Factors for FY 1975. Preliminary information concerning the captioned factors which are used



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g. CONIF III. Office of Finance, Office of Logistics and Office of Joint Computer Support representatives met to review the OJCS project proposal for CONIF III and to discuss responsibility as between OL and OF for input of several required data elements from contracts required for invoice audit purposes. The purpose of the latter discussion was to determine the feasibility of having all data required for the system input at a single point so as to minimize the flow of paper (hard copy of contract) between offices. It became apparent in the discussion that the nature and in some cases the volume of data required for audit purposes was such as to raise doubts as to the feasibility of including all such data in the system on a no exception basis. The Office of Finance has now agreed that for planning purposes for initial implementation at least the hard copy of contracts would continue to come to the Office of Finance and that Office of Finance will assume responsibility for input of most of the items required for invoice audit purposes.

25X1 h. Visit to State Department on Payroll Systems. Messrs. [redacted] of the Office of Finance met with Mr. William W. Francis, Director of Information Processing, Department of State, and his staff on automated payroll related matters. The discussion centered around FLSA problems and time and attendance reporting from field stations. The Department of State is in the process of implementing T&A reporting, via electronic transmission, from field stations in such a manner that the data can be directly put into the computer. This meeting was a follow-up to earlier discussions between Mr. Yale and State representatives at an interdepartmental luncheon meeting.

25X1 i. Visit to Small Business Administration. Messrs. [redacted] from Office of Finance and one representative from OJCS visited the Small Business Administration on 18 October 1974 to receive a demonstration on SBA's optical character recognition procedure. SBA uses the OCR as a data entry media for time and attendance reports and their accounting system for loans. Through the use of OCR, SBA has been able to reduce their key punch staff by eight positions. Their system has on-line data correction capability.

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2. Significant activities for the next week include the following:



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b. Monthly Meeting with OJCS. OF and OJCS representatives will hold their regular monthly meeting to discuss the current status of projects of mutual interest.



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Thomas B. Yale  
Director of Finance

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